



**MINUTES OF A REGULAR MEETING OF THE  
UPLAND PLANNING COMMISSION  
WEDNESDAY, JULY 28, 2021  
AT 6:30 P.M.**

**1. CALL TO ORDER OF THE PLANNING COMMISSION REGULAR MEETING**

*Chair Aspinall* called the Regular Meeting of the Upland Planning Commission to order at 6:30 P.M. in the Council Chambers at Upland City Hall.

**2. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by *Commissioner Johnson*.

**3. ROLL CALL**

MEMBERS PRESENT:      *Chair Aspinall, Commissioners Anderson, Caldwell, Grahn, Johnson, Mayer, and Shim*

MEMBERS ABSENT:      *None*

ALSO PRESENT:          *Development Services Director and Planning Commission Secretary Dalquest, Planning Manager Poland, Deputy City Attorney Maldonado, Administrative Analyst Davidson*

**4. APPROVAL OF MINUTES**

Moved by *Commissioner Anderson*, to approve the Minutes of the Planning Commission meeting of June 23, 2021.

The motion was seconded by *Commissioner Mayer*.

The motion carried by the following vote (6-0-1):

AYES:      *Chair Aspinall, Commissioners Anderson, Caldwell, Grahn, Mayer, and Shim*

NAYS:      *None*      ABSTAINED:      *Commissioner Johnson*

ABSENT:      *None*

**5. COUNCIL ACTIONS**

*Development Services Director Dalquest* advised the City Council met on June 28<sup>th</sup> with no reportable items. He reported the City Council met on July 12<sup>th</sup> and denied the Ordinance regarding the size of warehouses but directed staff to look deeper into concerns expressed about trucks and options for preserving existing warehouses. He reported at the July 26<sup>th</sup> meeting the City Council renewed the Operating Covenant Agreement with Holliday Rock which was due to expire next year after 15 years. He reported the terms did not change but noted there is some Sales Tax sharing after the City receives \$400,000 in revenue. He advised the renewal is for another 15-year term.

In response to *Chair Aspinall's* inquiry, *Development Services Director Dalquest* reported there was no direction given on whether or not the staff's research into warehouse options would return to the Commission. He reported to the Commission that he anticipates bringing back a report on the scope of work to the City Council in September and requested the Commissioners email him a list of streets where trucks should not be permitted, and other issues, for inclusion.

**6. FUTURE AGENDA ITEMS**

*Planning Manager Poland* reported the next Planning Commission meeting will be on August 25<sup>th</sup> and advised it will be considering one public hearing item concerning a multi-story self-storage building and drive-through restaurant at 1382 East Foothill Boulevard, currently occupied by Inland Cardiology Associates. He advised there will be two business items including a confirmation of the rules and procedures for the Commission, and the election of a Chair and Vice Chair.

**7. ORAL COMMUNICATIONS**

*Chair Aspinall* opened oral communications.

*Administrative Analyst Davidson* reported one speaker card was received for Item No. 9-A. *Chair Aspinall* requested public comment be presented when the item is heard even though a public hearing was held at the June 23<sup>rd</sup> meeting before the item was continued.

**8. PUBLIC HEARING**

**A. TENTATIVE PARCEL MAP NO. 21-0001 (TPM 20395) AND ENVIRONMENTAL ASSESSMENT REVIEW NO. EAR 21-0006.**

Consideration of a request to subdivide one parcel into two parcels for property within an existing commercial center located in the Commercial/Residential Mixed-Use Zone. The project site is located at 81 W. Foothill Boulevard, further described as Assessor's Parcel Number 1045-661-08. (Staff Person: Mike Poland)

CEQA Determination: Pursuant to State CEQA Guidelines Section 15378, the proposed Project is a project under CEQA. The proposed Project is exempt from CEQA pursuant to State CEQA Guidelines Section 15315 (Minor Land Divisions).

Applicant: Greg Fick, Tait and Associates.

Appeal Period: The Planning Commission's decision is final. An appeal period to contest this decision is July 29, 2021, to August 9, 2021.

*Planning Manager Poland* reported the item is a Tentative Parcel Map (TPM) and Environmental Assessment Review (EAR) to subdivide existing property housing a Vons Grocery Store and a gasoline station on Foothill Boulevard. He advised the request is to subdivide the existing Vons grocery store and parking field from the gasoline station site. The site is located within the Commercial Residential Mixed Use (C/R-MU) Zone, all Upland Municipal Code (UMC) requirements are met, both parcels meet required minimum lot sizes, and no new development is being proposed. He explains the move is for finance and conveyance purposes only. He advised the proposed map does not remove any of the original conditions of approval for either the shopping center or gas station.

*Planning Manager Poland* reported the project is exempt from the California Environmental Quality Act (CEQA) under Section 15315, and all required findings per UMC Section 17.44.080 (F) can be made. He advised conditions for approval for the project can be found in Section 5 of the Draft Resolution.

*Planning Manager Poland* reported staff recommends finding the project categorically exempt from CEQA and approving the TPM, subject to the conditions of approval.

*Commissioner Caldwell* expressed support for the project.

In response to *Commissioner Caldwell's* inquiries, *Planning Manager Poland* confirmed there is a parking requirement for the entire shopping center. He advised staff recommends it be updated per the conditions of approval. He advised the applicant could speak about how the finance and conveyance changes would impact any potential sale of subdivided parcels.

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In response to *Commissioner Mayer's* inquiries, *Planning Manager Poland* explained a property management association oversees the entire shopping center and enforces its Covenants, Conditions, and Restrictions (CC&R). He confirmed the property management association manager enforces the parking guidelines through a reciprocal parking access agreement for the entire center.

In response to *Commissioner Caldwell's* inquiries, *Planning Manager Poland* confirmed the new parcel would be added into the existing CC&Rs. He confirmed this would happen before the finalization of the map.

*Chair Aspinall* invited the applicant to address the Commission.

Applicant *Greg Fick* of TAIT & Associates spoke on behalf of the Vons owner Albertsons Companies, Inc. and thanked the Commission.

In response to *Chair Aspinall's* inquiry, *Mr. Fick* confirmed they agree with all conditions of approval. He advised, in response to *Commissioner Caldwell's* earlier inquiry, it is typical to have a subdivision without proposed development. He noted there is no request to approve any other developments or entitlements as part of the map.

In response to *Commissioner Caldwell's* inquiry, *Planning Manager Poland* confirmed if the gas station is sold in the future, the new owner would still be held to the parcel's CC&Rs. He advised any new development replacing the gas station would have to come for consideration before the Commission.

*Chair Aspinall* clarified the public hearing was opened before *Mr. Fick* got to the podium.

*Chair Aspinall* closed the public hearing.

Moved by *Commissioner Anderson* that the Planning Commission adopt a Resolution finding the project is categorically exempt from environmental proceedings pursuant to CEQA Guidelines Section 15315 and approving Tentative Parcel Map No. 21-0001 (TPM 20395), subject to the conditions of approval as set forth in the Draft Resolution dated July 28, 2021.

The motion was seconded by *Commissioner Grahn*.

The motion carried by the following vote (7-0):

AYES: *Chair Aspinall, Commissioners Anderson, Caldwell, Grahn, Johnson, Mayer, and Shim*

NAYS: *None* ABSTAINED: *None*

ABSENT: *None*

**9. BUSINESS ITEMS**

**A. DEVELOPMENT PLAN REVIEW NO. 21-0004. (Discussion of this item continued from June 23, 2021 Agenda)**

Consideration of a request to construct a 164,570 square foot multi-story climate controlled public storage building on 3.06 acres located within the Highway Commercial (CH) designation of The Colonies at San Antonio Specific Plan. The Project site is located at the southeast corner of E. 20th Street and N. Campus Avenue, further described as Assessor's Parcel Number 1044-102-08. (Staff Person: Mike Poland)

CEQA Determination: Pursuant to State CEQA Guidelines Section 15378, the proposed Project is a project under CEQA. The proposed Project is exempt from CEQA pursuant to State CEQA Guidelines Section 15332 (In-Fill Development).

Applicant: Kelly McKone, 1784 Capital Holdings, LLC.

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Appeal Period: The Planning Commission's decision is final. An appeal period to contest this decision is July 29, 2021, to August 9, 2021.

*Chair Aspinall* advised this discussion is continued from the June 23<sup>rd</sup> meeting. She reported *Commissioner Johnson* is excluded from voting on the item because he was not present at the June 23<sup>rd</sup> meeting and has not listened to the public hearing video on the topic from the previous meeting.

*Planning Manager Poland* reported this is a continuation of the discussion about Development Plan Review No. 21-0004 submitted by 1784 Capital Holdings, LLC. He advised the Commission approved Conditional Use Permit (CUP) No. 21-0006 for a 164,570 square foot multi-story self-storage facility. He reported the site plan does comply with all development standards but there were still concerns about the plans. He advised staff has addressed those concerns with the applicant. He reported the concerns were conference room occupancy and parking, landscaping, forbidding outdoor storage, and architecture.

*Planning Manager Poland* reported the applicant has prepared a conference room operation plan which is now Condition No. 25. He advised the Condition states the maximum occupancy will be five during office hours from 8 a.m. until 7 p.m., with a limit of eight after office hours when there is no staff on site. He noted these conditions will allow the developer to meet the parking needs.

*Planning Manager Poland* reported Condition No. 16 now requires the Landscape Plan to retain any existing native species on the southern slope of the property as determined by the City's Arborist. He reported the applicant's landscape plan has been updated to include a wider variety of vegetation.

*Planning Manager Poland* reported Condition No. 17 states there shall be no outdoor storage of vehicles and/or materials associated with the project.

*Planning Manager Poland* reported changes have been made to the thickness of the horizontal blue bands, proposed black scoring details will now be white, the blue base to each column now has white details, and the lower portions of each elevation have received a reduction in cornice size. He advised the parapets have been reduced by 18 inches. He showed a series of facility renderings as presently proposed contrasted with the June 23<sup>rd</sup> renderings.

In response to *Chair Aspinall's* inquiry, *Planning Manager Poland* confirmed the glazing has been added over the windows.

*Planning Manager Poland* reported the project is exempt per CEQA Section 15332 as in-fill development.

*Planning Manager Poland* reported staff recommends the Commission find the project exempt from CEQA and approve the DPR subject to the conditions of approval.

*Shane Swerdlow*, Land Use Consultant at Craig Lawson and Company LLC, spoke on behalf of the applicant. He reviewed the site plans and focused his presentation on the four key areas of feedback from the last meeting.

*Mr. Swerdlow* noted the conference room would be 200 square feet which can accommodate up to eight people. He added 1784 Capital Holdings, LLC will manage the conference room to help ensure there is always an adequate supply of parking with an on-site staff manager and a keypad access code for the room. He advised the parking requirement is for 13 spaces but noted they will exceed it with 14 outdoor spaces and three internal loading bays. He explained the parking demand will be 5-8 spaces at peak times based on other facilities they manage, always allowing ample spaces for conference attendees.

*Michelle Bach* of EAPC Architects Engineers described rendering details of the facility, echoing *Planning Manager Poland's* assessment. She advised the glazing on all four sides of the building is true vision glass.

*Mr. Swerdlow* detailed changes to the Landscaping Plan. He advised they are continuing to propose Evergreen Elms along the Parkway because it is designated in The Colonies at San Antonio Specific Plan (CSP) as the Parkway tree along 20<sup>th</sup> Street. He advised they are open to a different species if desired by the Commission. He noted the local species added around the site. He noted for Parkway trees they had discussed Oaks but the root system makes them less than ideal for the location. He reported they have also considered Fern Pines as an

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evergreen alternative or Crape Myrtle as a deciduous alternative to the Evergreen Elms.

*Mr. Swerdlow* noted the sustainability of the development including having at least 15% of the roof covered with solar panels, electric vehicle parking, and light-emitting diode (LED) lighting.

In response to *Commissioner Shim's* inquiry, *Mr. Swerdlow* advised 15% is their proposed minimum solar panel coverage on the roof as a condition of approval, but they would be willing to go higher.

*Commissioner Caldwell* expressed appreciation to the applicant for making these subtle changes.

*Mr. Swerdlow* noted the changes seem minor but do improve the composition. He expressed appreciation for the Commission's feedback at the last meeting.

*Commissioner Mayer* noted his largest concern with the last design was the large blue horizontal stripes and the main color of the building.

In response to *Commissioner Mayer's* inquiry, *Mr. Swerdlow* reported they explored alternative colors but kept coming back to this scheme. He advised these renderings convey the tone better than those presented at the last meeting. He advised they have physical color samples and is pleased with the current Earth tones. He advised that changing the scoring color from black to white emphasizes a softer tone and improves the effect of the colors.

*Commissioner Grahn* advised he expected more changes given the specific direction the Commission gave and these revisions do not go far enough.

In response to *Chair Aspinall's* inquiry, *Commissioner Grahn* reported he remains uncomfortable with the cornices. He feels they are still too predominant of an element and the decorative triangle detracts from the rest of the building. He noted there was only a little change in the design since the June meeting.

*Mr. Swerdlow* advised the subtle changes made make a big difference. He advised they explored other options with the cornices, including their elimination. He noted there is a fine balance between this architectural element and what could otherwise be a boring box. He reported they looked at the surrounding context of the CSP and found a lot of existing commercial buildings feature prominent cornices at all levels of the parapet. He advised the changes decreased the size of some cornices and maintained the size of others to reinforce the composition of a strong base. He noted cornices are a signature element of many existing buildings in The Colonies.

*Commissioner Anderson* reported she liked the project before and likes it even more now. She praised how switching from black to white scoring makes the blue tones pop better. She noted reducing the parapet makes the building less flat and commended the applicant's revised work.

In response to *Commissioner Caldwell's* inquiry, *Mr. Swerdlow* confirmed even with the reduced parapets there will still be enough screening for rooftop equipment. He advised it would be difficult to see the fourth-floor solar panels and air conditioning equipment from the ground.

*Commissioner Caldwell* concurred the cornices are large but, noting the surrounding buildings, expressed satisfaction with the cornices. She praised the changes in the blue bands.

*Commissioner Mayer* praised the changes in the blue stripes but noted the concern has not been fully addressed.

*Mr. Swerdlow* reported they explored some more neutral stripe options and there was a diversity of perspectives on the color. He advised it became a matter of how to achieve enough contrast to maintain an expressive design. He clarified the color in these slides is more accurate than in the ones presented in June. He advised the variation in the width of the stripes, as received as feedback at the last meeting, has helped.

In response to *Chair Aspinall's* inquiries, *Mr. Swerdlow* confirmed the internal loading bays would be enclosed with glazed Rytec doors which would generally be in a closed position and look like windows. He advised there would be keypad access for those spaces provided to tenants who would each have a personal key code. He explained the conference room's keypad code would change each time the room is reserved and noted it would not be outfitted for videoconferencing.

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*Development Services Director Dalquest* advised they can provide conditions for amenities, like a projecting video conferencing screen, if the Commission wishes.

In response to *Chair Aspinall's* inquiry, *Mr. Swerdlow* agreed a projecting video conferencing screen would be a good idea.

*Chair Aspinall* reported she liked the white scoring instead of the previous black scoring, and the change in the banding sizes. She also appreciated the variations in the parapet sizes.

In response to *Commissioner Anderson's* inquiry, *Mr. Swerdlow* reported they can change out palm trees. He advised they were seeking to be compatible with the mix of trees in the area. He noted the Parkway is an exciting opportunity to create shade and canopy trees on a visible frontage of the site. He advised the Evergreen Elms could extend onto the northern portion of the site where the Palms are slated.

*Commissioner Anderson* noted the roots from Pines have torn up streets in Upland.

*Planning Manager Poland* reported the conditions of approval require an Evergreen Elm tree along 20<sup>th</sup> Street. He advised staff is not supporting the Palm trees but noted it is up to the Commission.

In response to *Commissioner Caldwell's* inquiries, *Planning Manager Poland* confirmed the Palm trees are not in the Parkway. He confirmed the Commission has approved Evergreen Elms for other projects along the Parkway but clarified there were Palms on the backside of those properties. He confirmed tree selection would be determined at the staff level when the final landscape plan arrives. *Mr. Swerdlow* confirmed they are open to alternatives if the Commission wishes.

*Commissioner Caldwell* expressed support for the Palms as they coordinate with the landscaping in The Colonies and balance the building and noted they are attractive for this project. She advised Palms on the Parkway would help carry out the design standards of the CSP.

*Chair Aspinall* suggested Arbutus Marina trees (a medium-sized evergreen tree) as an option for integration.

*Mr. Swerdlow* confirmed they are happy to change out what species they are proposing if so desired.

In response to *Deputy City Attorney Maldonado's* inquiries, *Mr. Swerdlow* clarified the groups they foresee using the conference room are customers and community groups, but typically not staff. He advised the room intends to be an amenity to customers, but also a community benefit and expects community groups to use it outside of regular office hours. He confirmed the capacity would be five people during regular office hours and a maximum of eight people outside of regular office hours. He confirmed customers would be able to use the conference room during office hours.

*Deputy City Attorney Maldonado* recommended adding a sentence to the conference room operations plan to clarify business customers can use the conference room during office hours.

In response to *Chair Aspinall's* inquiry, *Deputy City Attorney Maldonado* clarified this should be added to the actual conference room operations plan. *Planning Manager Poland* advised this language should be incorporated into an amended Condition No. 25.

In response to *Chair Aspinall's* inquiry, *Planning Manager Poland* confirmed this could be a staff decision.

In response to *Commissioner Anderson's* inquiries, *Development Services Director Dalquest* confirmed Condition No. 24 discusses necessary technological information, but he advised they can be more specific if the Commission desires projected video conferencing ability to be included. He reported Condition No. 25 could be amended to reflect the conference room's usage for business customers during regular operating hours.

*Chair Aspinall* re-opened public comments from the June 23<sup>rd</sup> meeting. *Administrative Analyst Davidson* advised speakers will only have three minutes instead of the regular five at this second round of public comments on the item.

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*Natasha Walton* urged the Commission to vote against approval. She requested reducing the number of stories from four to three, noting only office buildings and hotels can be over three stories according to the CSP. She advised if the offices in the facility qualify it as an office building, the developer is required to have a plaza for employees to eat lunch. She noted the building has grown in height by about three feet since the last meeting. She requested the Commission adhere to General Plan policies regarding shade trees to reduce the reliance on air conditioning and its negative impacts on the carbon footprint. She called for more Oak trees and increasing the solar panel coverage from 15%.

In response to *Commissioner Mayer's* inquiry, *Planning Manager Poland* confirmed there is no limitation on stories for this type of project. *Development Services Director Dalquest* clarified for offices there is not a maximum. He explained it is a storage building they have asked to look like an office building, but it is not office use and noted the development standards for an office building do not apply to this project. He advised the ceiling heights in this building are different than a typical office building because they are shorter and noted the external appearance looks like a three-story building. He reported, under his authority, the building complies with the CSP as they are not full stories.

In response to *Chair Aspinall's* inquiry, *Deputy City Attorney Maldonado* reported he concurs with staff. He noted in January the Commission approved public storage as a conditional use. He advised if this project were intended to be an office it would have been processed as an office and this question would not have needed to come to the Commission in January. He acknowledged the exterior aesthetics look like an office, but the development is not trying to be an office, nor should it be treated as such.

Moved by *Commissioner Anderson* that the Planning Commission adopt a Resolution finding the project is categorically exempt from the requirements of the CEQA pursuant to CEQA Guidelines Section 15332 and approving Development Plan Review No. 21-0004 subject to the findings and conditions of the approval contained in the Resolution which should include under Condition No. 24 video conferencing and Wi-Fi be made available and under Condition No. 25 the conference room be available to business customers during the day.

The motion was seconded by *Commissioner Caldwell*.

The motion carried by the following vote (4-2-1):

AYES: *Chair Aspinall, Commissioners Anderson, Caldwell, and Shim*

NAYS: *Commissioners Grahn and Mayer* ABSTAINED: *Commissioner Johnson*

ABSENT: *None*

**10. COMMISSION COMMENTS**

*Commissioner Johnson* noted it is a privilege to be there and he is proud to be on the Commission. He complimented the staff for dropping off a printed booklet of information for review. He advised he looks forward to helping the Commission in any way he can. He thanked *Chair Aspinall* for letting him lead the Pledge of Allegiance.

**11. ADJOURNMENT**

Moved by *Commissioner Anderson* to adjourn the meeting.

The motion was seconded by *Commissioner Mayer*.

The motion carried by the following vote (7-0):

AYES: *Chair Aspinall, Commissioners Anderson, Caldwell, Grahn, Johnson, Mayer, and Shim*

NAYS: *None* ABSTAINED: *None*

ABSENT: *None*

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There being no further business to come before the Planning Commission, *Chair Aspinall* adjourned the meeting at 7:36 P.M., to the regular meeting of the Planning Commission on August 25, 2021, at 6:30 P.M.

Respectfully submitted,



Robert D. Dalquest, Secretary  
Upland Planning Commission